

**UT Administration of Dadra and Nagar Haveli and Daman and Diu,  
Office of the Superintendent of Police (HQ),  
Police Headquarters, Opp. Coast Guard Air Station,  
Nani Daman – 396 210.**

No.PHQ/GNL-III/CCPW-Cyber Lab-Outsource Manpower/2018/ 527

Dated: 24/09/2021

**HIRING OF JUNIOR CYBER FORENSIC CONSULTANT DADRA & NAGAR HAVELI AND DAMAN & DIU**

**1. BACKGROUND:**

Cyber Crime Prevention against Women & Children (CCPWC) Scheme is being implemented by the Ministry of Home Affairs, Government of India. This scheme includes setting up of online cyber crime reporting portal, setting of cyber forensic training lab and capacity building of Police Officers, prosecutors & judicial Officers etc.

**2. SCOPE OF SERVICE:-**

The consultant shall act as the Cyber Forensic official and Security Consultant to the Department, who shall integrate, plan, successfully implement and deliver all Cyber Forensic/Security related activities for the Department.

**3. SCOPE OF WORKS:-**

- i. Establishment of State Cyber Crime Forensic Laboratory cum Training Centre.
- ii. Conduct Training, Seminar and Workshop on Cyber Forensic and Cyber Security.
- iii. Research and Development Activities.
- iv. Cyber Crime awareness among citizens.
- v. Prepare strategy and plan for prevention of Cyber Crimes.

**4. REQUIREMENT:-**

For setting up and operationalization of the Cyber Forensic Training Lab, Daman & Diu Police invites resume/applications from experienced professional in the domain. The applications are invited for a single post of junior Cyber Forensic Consultant for a period of 1 year as per financial rules for hiring of consultant.

**5. NAME OF DESIGNATION**

Junior Cyber Forensic Consultant

**6. NUMBER OF POST:-**

01 (One)

**7. LOCATION:-**

UT of Dadra and Nagar Haveli and Daman and Diu

**8. REMUNERATION:-**

INR One Lakh per month (Consolidated remuneration subject to maximum of Rs. One Lakh per month)

## **9. JOB DESCRIPTION:-**

### **A. Project Plan & implementation**

Prepare & review overall project implementation schedule to set up Cyber Forensic Training lab for Daman & Diu Police.

This includes but not limited to:-

- i. Planning & evaluation for procurement of forensic tools. (E-tender preparation and /or procurement through GeM)
- ii. Layout & network designing to setup the lab.
- iii. Handling installation of tools/software.
- iv. IT Security management.
- v. Drafting Standard Operating Procedures & guidelines.
- vi. Quality Certification of the lab.

### **B. Operations Management**

- i. Operationlization and Maintenance of lab.
- ii. Report Generation
- iii. Progress presentation.

### **C. Monitoring**

- i. RFP for up-gradation facilities of the lab and subsequently bid process management, award of contract, SLA preparation & monitoring/enforcement.
- ii. Risk assessment with recommendations to mitigate the risks.

### **D. Capacity building.**

- i. Preparation of training calendar.
- ii. Scheduling and communicating training plan.
- iii. Conducting training sessions (Theory and practical)
- iv. Evaluating & monitoring the performance of trainees.
- v. Providing refresher trainings periodically.
- vi. Developing new courses & curricular keeping up with latest development in Cyber Forensic

## **10. OTHER SKILLS REQUIRED:-**

Should demonstrate effective communication at all level of Department including senior leadership. Should possess problem-solving skills via logical and systematic thinking and showcase decision-making abilities.

## **11. REPORTING AUTHORITY:-**

Junior Cyber Forensic Consultant should be reporting to Superintendent of Police (HQ), Dadra and Nagar Haveli and Daman and Diu for all operational purposes.

## 12. AGE & EDUCATION QUALIFICATION:-

i. Age:- Not exceeding 40 years.

### ii. Minimum Education Qualification:-

-Regular degree in B.E/B.Tech in IT/ECE/CSE or equivalent ICT domain

### iii. Preferred education Qualification:-

-M.E/M.Tech in IT/ECE/CSE or equivalent ICT domain or MCA.

### iii. Certifications /Diploma/Courses in:-

-Networking and /Or DBMS and/or Cyber Forensic and/or Certified Cyber Crime Investigator (CCCI) and/or, Computer Hacking Forensic Investigator, (CHFI) and/or Certified Forensic Computer Examiner (CFCE) and/or Certified Information System Security Professional (CISSP) and/or Certified Information System Auditor (CISA) and/or Certified in Risk and Information Systems Control (CRISC)

## 13. WORK EXPERIENCE:-

A. At least 8 to 10 years of total experience in ICT sector.

B. Worked on leadership position for atleast 5 years while handling team of at least 3 or more in ICT Sector.

C. Relevant experience in the following area(s)/aspect(s) shall be given weightage/preference.

i. Implementing all aspects of setting up and operationlization of Cyber Forensic Training lab or similar lab.

ii. Should have experience in planning, designing, procurement, implementation & monitoring of similar lab.

iii. Networking (esp. In WiFi, LAN etc)

a) Certification/course/diploma in this area would be given added weightage.

iv. Usage of Cyber Forensic Tools.

a) Certification/course/diploma in this area would be given added weightage.

v. Must have handled operational management and delivered capacity building workshops/training sessions.

vi. E-tender preparation and procurement through GeM.

D. Desirable experience of working in the following areas:-

i. Preparation of detailed project Report (DPR), Request for proposal (FRP) of ICT project(s)

ii. Bid process management of ICT project(s)

iii. Drafting of Contract & Service level Agreements (SLA) and monitoring of System Integrator (SI)

iv. Experience/knowledge of Software Development Life Cycle (SDLF)

a) Certification/course/diploma in this area would be given added weightage.